

U.S. DEPARTMENT OF STATE
U.S. EMBASSY LIBERIA PUBLIC AFFAIRS SECTION
LOCAL GRANTS PROGRAM

Funding Opportunity Title: U.S. Embassy Liberia Public Diplomacy Local Grant Program

Funding Opportunity Number: X

CFDA Number: 19.040 - Public Diplomacy Programs for Liberia

Date Opened: October 1, 2016

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I. Funding Opportunity Description

Background Information: The U.S. Embassy Monrovia Public Affairs Section is soliciting proposals on a rolling basis for local grants that help us meet our goals from individuals, non-governmental organizations, think tanks, and academic institutions. More information about the Public Affairs Section and its Grants Program can be found at: <http://lr.usembassy.gov/>.

Purpose of Grant: PAS awards a limited number of grants, subject to the availability of funds, to non-profit organizations, non-profit academic institutions, and individuals to support exchange between the U.S. and Liberia with the aim of improving mutual respect and understanding. PAS gives priority to the following themes and initiatives:

1. Encourage the fullest participation, especially of women and youth, in helping Liberia to consolidate its existing democracy and promote public political discourse, human rights, good governance, civil society and the rule of law;
2. Build communication capacity of the Liberian media and government;
3. Promote educational initiatives targeting high school and university students; or
4. Develop entrepreneurship and innovation

Local grant proposals must have a connection to American culture and values or should be directed to increasing understanding in Liberia of the culture and society of the United States.

Activities that are typically funded include, but are not limited to:

- new media concepts aimed at reaching wider audiences;
- media training, development and awareness-raising projects;
- English language programs;
- proposals to expand U.S.-Liberia exchange programs;
- programs that strengthen government and private sector communications capabilities;
- youth community service projects that practice democratic processes and encourage volunteerism;
- civic education projects that promote democratic processes and human rights;
- proposals that support the dissemination of tolerant voices of traditional and community leaders;
- youth recreation, leadership, and education programs;
- arts and culture programs;

Activities that are not typically funded include, but are not limited to:

- projects that do not have a business plan for sustaining the activity or monitoring results;
- social welfare projects;
- projects that contain the appearance of partisanship/support to individual or single party electoral campaigns;
- projects that are mainly designed to pay organizational salaries or to cover only logistical costs (e.g., room/chair rental, coffee breaks, etc.).

II. Award Information

Funding Instrument Type: Grant

Floor of Individual Award Amounts: \$500

Ceiling of Individual Award Amounts: \$15,000

The U.S. Embassy Liberia Public Affairs Section reserves the right to award less or more than requested in the absence of worthy applications or under any circumstances deemed to be in the best interest of the U.S. government.

Project and Budget Periods: Local grant projects must be completed in one year or less. The Public Affairs Section will entertain applications for continuation grants funded under these awards, beyond the initial budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress of the project, and a determination that continued funding would be in the best interest of the U. S. Government.

III. Eligibility Information: Unrestricted

Applications are encouraged from all sectors: committed and organized civil-society organizations, local representatives of civil society, think tanks, non-governmental organizations, academic institutions, and individuals. Applicants are encouraged to provide cost-sharing from additional sources in support of proposed projects; applications should explain clearly other likely sources of funding or in-kind participation.

IV. Application Submission and Deadline

Proposals should be submitted via email to the U.S. Embassy in Liberia Public Affairs Section at the following email address: MonroviaPD@state.gov. Proposals will also be accepted in hard copy and should be delivered to: Public Affairs Section, ATTN: Funding Proposal, U.S. Embassy in Liberia, 502 Benson Street.

Applications are accepted in English only. Please note that we cannot guarantee the return of original documents; copies should be provided, if appropriate.

Applicants must complete and submit a detailed budget along with the narrative proposal and background information on the organization.

V. Review and Selection Process

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria are designed to assess the quality of the proposed project and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their completeness, coherence, clarity, and attention to detail.

Applicants must submit a full project description, including a detailed narrative that outlines the plan of action, describing the scope of the proposed work and how it will be accomplished. The narrative should be accompanied by a detailed budget that includes all program costs and clearly indicates the proposing organization's cost-share and/or in-kind participation.

Application Evaluation Criteria:

Goals and Objectives – The project is likely to provide maximum impact in achieving the proposed results and the organization. The project addresses one or more of the U.S. Embassy Liberia Public Affairs Section priorities outlined previously.

Strengths and Innovation – Applicant clearly describes how its proposal will address the requested program within the proposed time frame and articulates an innovative strategy or plan. The project builds civil society leadership and capacity, and demonstrates sustainable capacity building.

Organizational Capacity – The organization has expertise in one or more of the U.S. Embassy Liberia Public Affairs Section priorities and demonstrates the ability to perform the proposed activities.

Sustainability – The organization demonstrates a clear plan for sustainable activity or impact of the activity after the grant period of performance.

Budget and Budget Justification – The budget and narrative justification are reasonable in relation to the proposed activities and anticipated results and the plan for services is realistic.

VI. Award Administration

Award Notices: The grant award shall be written, signed, awarded, and administered by the Grants Officer (GO). The Grants Officer (GO) is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. The assistance award agreement is the authorizing document and it will be provided to the recipient. Organizations whose applications will not be funded will also be notified in writing.

Anticipated Time to Award: Proposals are accepted on a rolling basis. Applicants should expect to be notified of the decision within 30 days after submission.

Reporting Requirements: All awards issued under this announcement will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement.